



BY LAWS

Membership

1. Membership is open to Incorporated Queensland Caravan Clubs.
2. If a new Caravan Club requires participation in the CCQ Public Liability insurance, that fee must accompany the application for membership.
3. For the purposes of affiliation with the CCQ, a club member is defined as: a family or an RV unit – thus ensuring ALL members are included in the Club's Public Liability Insurance coverage. [Note: Potential Members and Visitors are not included in the current Public Liability Insurance coverage.]
4. A copy of the Club Incorporation Certificate is to also accompany the application for membership.
5. A loan to assist a new club with the setting up costs is available on application. The loan is for a 12 month period to the value of \$500 on a no interest basis. Interest may be considered if not repaid by the due date. The CCQ and the recipient club's executives are to sign duplicate copies of the loan agreement.
6. Those clubs who have a capped membership and who reach that limit are invited to forward contact details of persons on their waiting lists to the CCQ Secretary for purposes of directing these caravanners towards another club and/or support the formation of another CCQ affiliated club.

Public Liability Insurance

7. Each Affiliated Caravan Club is welcome to be a participant in the NACC Public Liability Insurance and must pay the prescribed annual fee as determined by the CCQ committee and by the due date.

Management Committee

8. The Management Committee shall consist of a President, Vice President, Secretary, Treasurer and a maximum of 5 Committee Members. The Management Committee will determine from time to time which committee roles or responsibilities are available for nomination before each AGM. Individual club members may nominate for a position of their choice when nominating for membership of the Management Committee.
9. Committee meetings are held bi-monthly or as required from time to time.
10. The AGM is held immediately following the May general meeting.
11. Nomination forms for the AGM are to be sent to the Clubs with the February General Minutes or sometime soon after with a closing date sometime in April as decided by the committee.
12. While a member of the Management Committee is in Office, he/she must remain a financial member of an Affiliated Club. Should a member become unfinancial during his/her term of Office, he/she must stand down from that position. If a member stands down, a new person may be appointed to that position until the next AGM. [Refer Clause 17.1 in the Rules of Incorporation]
13. Spouses or Partners are not eligible to hold Office on the Management Committee during the same term of Office.

Delegates' Meetings

14. Each Affiliated Caravan Club shall be entitled to two Delegates or two Proxy Delegates to vote on their behalf at each Delegates' Meeting. Each Proxy Delegate must have a letter of authorisation from the respective Club.
15. Delegates must be financial members of an Affiliated Caravan Club.
16. Delegates' meetings are to be held quarterly in February, May, August and November.
17. All Delegate meeting minutes, relevant documents or the like are to be sent to the Affiliated Caravan Club Secretaries and Delegates.
18. Affiliated Caravan Club Delegates who receive documents or the like at a Delegates' meeting must sign for them upon receipt.

State Caravan Rallies

19. The Guide to Organise and Run a State Caravan Rally is the document that host caravan clubs are authorised to use when planning for a State Caravan Rally.

20. The Annual State Caravan Rally Sub Committee is to include two CCQ committee members as consultants/advisors and two delegates from each of the designated assisting Affiliated Caravan Clubs.
21. Up to five Affiliated Caravan Clubs to be invited each year to assist at State Rallies. Any surplus funds may be shared between the assisting clubs and the CCQ. .
22. Attendance at CCQ State Rallies is open to CCQ Affiliated Caravan Club members and invited guests (approved by the CCQ), subject to availability of sites. CCQ Clubs to have priority.
23. Attendance at CCQ State Rallies is permissible for interstate financial Caravan Club members whose club is affiliated with their respective State Associations providing there is an availability of sites.
24. CCQ Affiliated Caravan Clubs are expected to support the chosen charity, that being the Royal Flying Doctor Service (RFDS), and their annual club donation is to be submitted (payable to the Caravan Clubs of Qld Inc) by the end of August each year. Their combined donations together with the CCQ donation will then be presented to an RFDS representative at, or soon after, the annual State Rally. All CCQ Affiliated Clubs are expected to donate a prize to the Monster Raffle.

Caravan Show Stand

25. Volunteers from the Affiliated Caravan Clubs will be requested to man the CCQ stand at the annual CIA Caravan Show on a rostered basis as determined by the CCQ Management Committee.
26. Caravan Club Volunteers manning the stand at the Caravan Show are requested to be appropriately dressed in their club attire.
27. Caravan Club Volunteers manning the stand at the Caravan Show are to promote Caravan Clubs in general and their individual Caravan Club.

National Association of Caravan Clubs Ltd

28. One financial member of an Affiliated Caravan Club as directed by the CCQ Committee to be appointed as Director of the National Association of Caravan Clubs Ltd. (NACC) Similarly, one financial member as directed by the CCQ Committee is to be appointed as an Alternate Director whose NACC incurred costs will be at the expense of the CCQ.

These NACC Directors shall comprise of:

- Two CCQ Committee persons

OR

- One CCQ Committee person plus one non-Committee person who is a financial member of an Affiliated Caravan Club

All business shall be conducted in accordance with State and National Association rules.

29. The CCQ Director to the National Association of Caravan Clubs Ltd is required to submit a written report to the CCQ following each National Association meeting, or ensure a copy of the Minutes is made available to the CCQ Secretary.
30. The appointment of Director and Alternate Director of the National Association of Caravan Clubs Ltd to be reviewed by the CCQ Committee at the next Committee Meeting after the AGM.